

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
311**

PERFORMANCE EVALUATIONS FOR CLASSIFIED EMPLOYEES

Supersedes: AR 311 (Temporary, 07/07/10)
Effective Date: 08/13/10

AUTHORITY

NRS 209.131; 284.290; 284.338; 284.340; NAC 284.470, 284.474, 284.478

RESPONSIBILITY

The Director is responsible to report to the State Department of Personnel on the performance of the Department's classified employees.

The Warden/Division Head shall be responsible for filing performance evaluations with the Department Personnel Division, on each of their employees who hold a classified position, by the time specified in NRS 284.340.

The Supervisor will be responsible for completing a performance evaluation on each employee within their supervision by the times specified in NRS 284.340.

311.01 NOTIFICATION PROCESS

1. An employee who is required to evaluate the performance of another employee who holds a position in the classified service must have completed training in evaluating and preparing a report on employee performance. The training must be:

- A. Provided within 6 months of the employee's appointment; and
- B. Provided or approved by the Department.

2. Notifications of pending and overdue employee evaluations are available on the department's Stewart shared drive in the Position Roster.

3. Employee performance evaluations should be filed pursuant to NRS 284.340.

- A. Employees serving a probationary or trial period should have a performance evaluation filed at the end of the 2nd and 5th month from appointment date if the probationary/trial period is six

months; or at the end of the 3rd, 7th and 11th month from appointment date if the probation/trial period is 12 months.

B. A permanent employee should have a performance evaluation filed at the end of the 12th month each year.

C. More frequent reports may be submitted at the discretion of the supervisor.

5. Employees who do not receive a performance evaluation by the filing deadline are deemed standard and will receive permanent status if in a probationary or trial period.

311.02 PREPARATION AND DISCUSSION

1. . The evaluation on an employee must be completed on the most current Employee Appraisal and Development form (NPD-15).

2. The preparation of an NPD-15 must be completed in conjunction with the current work performance standards. The employee should be given a copy of the evaluation when the process is complete.

3. Performance card entries may be documented on the employee evaluation, however, statements indicating actual usage or balance of annual and sick leave should not be included into the employee evaluation.

A. Regarding leave abuse, it is permissible to place statements such as “there appears to be a pattern of concern” or that the employee has been placed on “furnished proof” and the duration period.

4. Prior to submission of the NPD-15 to an employee, the Supervisor should obtain concurrence from their chain of command. Should any level within the chain of command disagree with the performance evaluation, the evaluation should be returned to the Supervisor to provide justification for rating.

5. The preparation of an evaluation should include a discussion between the employee and Supervisor.

6. If an employee is unavailable for a discussion due to an extended absence, the supervisor should mail the evaluation certified to the employee. An evaluation or request for review is deemed to have been received on the 3rd day after the date on which it is postmarked.

A. If the employee is on extended leave of absence due to being called to active military duty or is incapacitated or incoherent, the Supervisor will not prepare and mail an evaluation certified. Upon the employee’s return, the supervisor should prepare and present a special performance evaluation within six months of the employee’s return to duty.

7. The employee may take the NPD-15 for review but must sign and return to the supervisor within 10 working days. The supervisor should retain a copy of the NPD-15 and have the employee initial and date receipt of the original.
8. The supervisor should obtain the employee's signature on the completed NPD-15, within 10 working days after the discussion.
9. Should the employee disagree with the NPD-15 and request a review, the employee must check both the disagree and request review boxes on the NPD-15 and the employee must provide in writing the specific points of disagreement and return to the reviewing officer within 10 working days from receipt. The reviewing officer is:
 - A. The supervisor of the person who prepared the report on performance; or
 - B. Such other person designated by the appointing authority.
10. The reviewing officer will respond to the employee in writing on the form prescribed by the Department of Personnel (NPD-15R) within 10 working days after the supervisor receives the request.
11. Should the employee disagree with the response from the reviewing officer, the request for review may be forwarded to the appointing authority within 10 working days from receipt.
 - A. An employee and subsequent review level may agree in writing to extend the 10 working day deadline.
12. Following the review by the appointing authority, the evaluation and any attachments shall be forwarded to the Department Personnel office for inclusion in the official Department Personnel file and the State Department of Personnel file.
 - A. A permanent employee who disagrees with the responses or does not receive a response to the request for review within 10 working days may file a grievance pursuant to NAC 284.658 to 284.6957, inclusive.
13. A substandard evaluation must contain a statement that such an evaluation affects salary adjustments and longevity pay, if applicable.
14. An employee who has received a substandard rating must be re-evaluated at least every 90 days until the performance improves to standard, or other action becomes appropriate.
15. Should an employee refuse to sign an NPD-15 or fail to return an NPD-15, the supervisor should make a note, obtain a witness signature and forward the NPD-15 to the Department Personnel Division.
16. Once the evaluation, and subsequent review(s), has been completed it must be forwarded to the

Department Personnel Office. A copy will be placed in the Department Personnel file, with the original forwarded to the State Department of Personnel.

17. If an employee has not worked under the current supervisor for an adequate period, the supervisor may obtain input on the employee's performance from a previous supervisor.

18. Supervisors should meet periodically with employees to discuss issues and expectations when necessary.

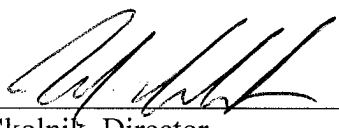
19. The employee should be able to use the evaluation as a guide to areas of job performance which may require improvement.

APPLICABILITY

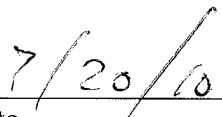
1. This regulation applies to all classified employees of the Department.
2. This regulation does not require an operational procedure.
3. This regulation does not require an audit.

REFERENCES

ACA Standards 4th Edition, 4-4059, 4-4064, and 4-4067



Howard Skolnik, Director



Date